

PROCEDURE FOR NEW NOTARY COMMISSION

PROGRAM ADMINISTERED BY:

Court's Committee on Notaries Public
The Miami County Bar Association
c/o The Miami County Law Library
Miami County Safety Bldg.
3rd Floor
201 W. Main St.
Troy, OH 45373
937/440-5994

1. Eligibility:

A. At least 18 years old.

B. Resident of Miami County for at least 30 days..

C. Has never been convicted of an unpardoned or unexpunged felony in Ohio or any other state.

2. Applicant shall receive one Notary Public Guidebook for \$1.00 when picked up at law library between 9:00am-11:30am and 12:30pm-3:30pm Monday-Thursday. CLOSED FRIDAYS. It can be mailed to you upon receipt of \$2.00 and your address, make checks payable to "Notary Committee/Miami County Bar Association".

3. Applicant shall complete an application for Certificate as Notary Public for state of Ohio. The applicant is **not** to sign the application until they come in to take the test. Picture identification is required. It can be picked up at the Law Library or downloaded from this site.

4. When applicant is ready to take the test, he/she should call the law library for an appointment. The telephone number is 440-5994. Tests are scheduled by appointment only, between 9:15am-10:15 am and 12:45pm-2:15 pm Monday through Thursday. A passing grade is 75%.

5. Upon successfully completing eligibility requirements and test, the Application for Certificate is forwarded to the applicable Judge, with fee of \$40.00. The fee is paid by cash or check only. Check is payable to NOTARY COMMITTEE/MIAMI COUNTY BAR ASSOCIATION.

6. The \$40.00 does **not** include a stamp or seal, or the recording of the Certificate with the Common Pleas Clerk of Court. The recording fee is \$6.00. The stamp or seal may be purchased at an office supply store.